



CRICOS Provider Code 00586B

Graduate Research Office  
 Private Bag 105, Hobart, Tasmania 7001 Australia  
 Tel: 03 6226 8559 Fax: 03 6226 7497  
 Email: Graduate.Research@utas.edu.au

### Application to Change Candidature or Scholarship Details.

Candidate Details:	
ID Number:	Full Name:
School:	Degree:
Scholarship Name:	Expired: <input type="checkbox"/> Yes <input type="checkbox"/> No

This application, including a copy of your Candidature Overview (see page 2), must be received by the Graduate Research Office **4 weeks** prior to the requested effective date.

Important Information for candidates and supervisors is attached to this application. Please ensure that you read this information before submitting your application.

Requested Change	Start	End	Notes:
<b>Suspension (non-medical):</b> <input type="checkbox"/> <b>Candidature</b> <input type="checkbox"/> <b>Scholarship</b>			Please provide supporting information overleaf.
<b>Suspension on medical grounds:</b> <input type="checkbox"/>			A medical proforma is required – see attached information.
<b>Extension of:</b> <input type="checkbox"/> <b>Candidature</b> <input type="checkbox"/> <b>Scholarship</b>			<i>You <b>must</b> include a detailed completion plan with defined milestones.</i> Applications for scholarship extensions must address specific criteria – see attached information.
<b>Change Status to:</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Full-time</b>			<i>You <b>must</b> include a detailed completion plan with defined milestones.</i> Paid part-time scholarships can only be approved in EXCEPTIONAL circumstances. Please contact the Graduate Research Office for further information before submitting the application.
<b>Change of Place of Candidature to:</b> _____			Provide details of supervision arrangements and infrastructure support at new location.
<b>Withdrawal from:</b> <input type="checkbox"/> <b>Candidature</b> <input type="checkbox"/> <b>Scholarship</b>		<b>Reason:</b> <input type="checkbox"/> No Supervisor Available <input type="checkbox"/> Transfer to another Institution <input type="checkbox"/> Loss/Change of Interest <input type="checkbox"/> Other (please specify):	<input type="checkbox"/> Personal <input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/> Employment Demands <input type="checkbox"/> Moving from State <input type="checkbox"/> Insufficient Time



<b>Candidate</b>			
I have read the attached <i>Important Information for Candidates and Supervisors</i> and understand the information provided.			
Signature:		Date:	
<b>Graduate Research Coordinator</b>			
I have discussed strategies for completion with the candidate and supervisor(s). I support this application:			
Signature:		Date:	
<b>Endorsements</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
I have read the attached candidature overview and support this application:			
First-Named Supervisor:*			
Additional Supervisor:*			
Head of School:			
Consultant:**			

\* Please note that the nomenclature for supervision roles has changed.  
 \*\*Required if the First-named Supervisor or Additional Supervisor is HOS

**Office Use Only:**

- If thesis not submitted by: \_\_\_\_\_
- Detailed Completion Plan Required
- Candidature Milestone Required at: \_\_\_\_\_
- Progress Report(s) Required: \_\_\_\_\_
- Progress to be endorsed by Supervisor / GRC
- No Further Extension / Suspension Permitted
- Candidature Management Plan Required
- Candidate / Supervisor / GRC to meet with DGR to show cause why candidature should be continued
- Candidature to be terminated
- Medical Leave Approved
- Application NOT approved
- Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Important Information for Candidates and Supervisors**

- This form must be submitted to the Graduate Research Office FOUR WEEKS prior to the requested effective date. It is the responsibility of the candidate to ensure the application is received within the above timeframe.
- The Dean of Graduate Research reserves the right to request additional information - this request will be sent to your UTAS email account. The application cannot be finalised until requested information is provided.
- The review and consideration of your completed application will take at least three weeks.
- The outcome of your application will be sent to your UTAS email account. ALL candidates are required to check their UTAS email account regularly.
- Retrospective applications will NOT normally be approved.
- Submission of this form does not constitute approval of the application.
- Incomplete forms will not be actioned and will be returned.
- If you are receiving scholarship payments in error please contact the Graduate Research Office **immediately**
- Candidates on scholarship are advised that any **scholarship overpayment must be repaid**. Your payments will cease, however, the Dean of Graduate Research will not consider your application until the overpayment has been rectified.

### ***Completion Plans***

Completion Plans should be developed by the candidate and the supervisor(s). Plans should detail the actions required for completion of the thesis and who is responsible for these tasks. This includes; the thesis structure, completed tasks, tasks remaining to be completed, timelines for submission of draft chapters and due dates for supervisor feedback. Plans should also advise any periods of leave expected to be taken by the candidate or the supervisor(s).

### ***Scholarship Extensions***

APA's and some other scholarships administered by the Graduate Research Office may include a possible 6 month extension for doctoral candidates. Candidates must provide reasons that are directly related to the conduct of their research. Extensions will not be granted on the basis of external or personal reasons (eg family / work / teaching commitments, illness). Extensions to scholarships are not granted automatically and your application must address the following criteria:

- the nature of the issue causing the delay;
- the extent to which the issue was outside the control of the candidate;
- the point of time at which the issue was identified and discussed with the supervision team; and
- the action taken to address the issues at the time they were first identified.

Your application **MUST** also include a completion plan with appropriate timelines and defined milestones up to submission of your thesis for examination.

### ***Candidature Extensions***

Issues that may delay submission of your thesis should be addressed as soon as they arise. Extensions to candidature will not be granted automatically and completion plans with appropriate timelines and defined monthly milestones **MUST** be included with any application. Please be aware that approval of your application will be subject to strict conditions and failure to adhere to these conditions (including submission of your thesis by the approved date) may result in termination of your candidature.

Candidates applying for a candidature extension on the basis of a medical condition must arrange for their medical practitioner to complete a medical proforma. This is available at: <http://www.research.utas.edu.au/gr/forms>

***Multiple extensions to candidature WILL NOT be approved***

### ***Medical Leave***

Candidates who wish to apply for a suspension on the basis of a medical condition must arrange for their medical practitioner to complete a medical proforma. This is available at: <http://www.research.utas.edu.au/gr/forms>  
Please note that a standard medical certificate will not be sufficient for periods of illness lasting longer than ten consecutive working days.

Information relating to leave entitlements can be found at: <http://www.research.utas.edu.au/gr/policies/index.htm>

If you are in receipt of a scholarship you may be eligible for up to 12 weeks paid sick leave – please check your scholarship conditions. During periods of approved paid sick leave your candidature will be suspended, however, your scholarship payments will continue.